

MICROFILM SURVEY ORGANIZATION UNIT REPORT					DATE				
NAME OF ORGANIZATION UNIT				NAME OF PERSON TO CONTACT					
				TITLE					
				ROOM NO.	BUILDING	TELEPHONE			
INDICATE WHETHER THE PREPARATION OF RECORDS FOR MICROFILMING, THE REPRODUCTION OF FACSIMILES FROM EXISTING MICROFILM OR THE MICROFILMING OF RECORDS WERE CARRIED ON DURING FISCAL YEAR 1954. <div style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>									
[IF YES, COMPLETE SCHEDULES "A" AND "B"] SCHEDULE A - MICROFILM OPERATIONS									
<p>INSTRUCTIONS: Insert in column A title (or brief description of file) of each group of records microfilmed during fiscal year 1954. Include sizes of records. Insert in column B number of images for each group described in column A. Insert in column C number of 16MM and 35MM film rolls for each group of records listed in column A. Show in column D by whom records were filmed. Use following code: 1 = Reporting organization unit. 2 = LO/P&RD. 3 = Elsewhere within Agency.</p> <p>In column E, if records were filmed by reporting organization unit, show by whom film was developed. Make no entry if filming operations were accomplished by other than reporting organization unit. Use following code: 1 = Reporting organization unit. 2 = LO/P&RD. 3 = Elsewhere within Agency.</p> <p>In column F show general purposes for which records were microfilmed. Use following code: 1 = Disposal (To reduce cost of space or file equipment requirements.) 2 = Vital Materials program. 3 = Preservation of Deteriorating records. 4 = To produce film or paper copies. 5 = To reduce time or labor of current office operations. Explain briefly on separate sheet and attach to schedule. 6 = To quickly copy borrowed records. 7 = Other. Describe on separate sheet and attach to schedule. If used for more than one purpose, list codes in order of relative importance, with most important listed first.</p> <p>In column G show how long paper record should be retained. In column H state YES or NO whether paper records were destroyed after filming.</p>									
A	B	C		D	E		F	G	H
DESCRIPTION OF RECORDS	NUMBER OF IMAGES	NUMBER OF ROLLS (100 ft.)		FILMED BY	FILM DEVELOPED BY		PURPOSE	PROPOSED RETENTION PERIOD FOR PAPER RECORDS	PAPER RECORDS DESTROYED
		16MM	35MM		NEG	DUP			

SEE SCHEDULE "B" ON REVERSE SIDE

In item 3 show number of paper prints made or purchased during fiscal year 1954

2. DUPLICATE REELS PRODUCED FROM NEGATIVE

	3. NUMBER OF PAPER PRINTS	
--	---------------------------	--

☐ YES ☐ NO

SCHEDULE C - EQUIPMENT INVENTORY

In column E indicate purchase or rental cost of each piece of equipment. If acquired after 1 July 1953 also indicate month of acquisition.

* MONTHLY